

***REOPEN FOR ALL QUALIFIED APPLICANTS
OPEN WEDNESDAY, MARCH 16TH THRU TUESDAY, MARCH 22ND, 2016***

**NOTICE OF POSITION VACANCY
CITY OF THOMASVILLE**

**POSITION TITLE: ANIMAL CONTROL OFFICER PART-TIME
(LESS THAN 30 HRS. WEEKLY)**

SALARY: \$15,600.00 (\$15.00 HOURLY)

DESCRIPTION OF DUTIES:

Responsible for the enforcement of animal control ordinances including picking up stray animals and taking them to the Davidson County Animal Shelter and investigating complaints of animal bites, barking dogs, and animals running at large. Work is performed independently and under the supervision of a sergeant. Responds to emergency and non-emergency calls involving animals and conducts vehicle patrols. Duties include apprehending and impounding animals, issuing warnings, citations, and quarantine notices to animal owners. Investigates complaints, testifies in court, and assists police officers as needed.

RESPONSIBILITIES:

Patrols city in a radio equipped vehicle to locate stray animals. Responds to calls regarding barking dogs and stray animals. Prepares complete and detailed reports and citations as needed involving violations of the city's animal control codes. Assists officers with animal control problems. Coordinates and arranges for the delivery and processing of animals to the Davidson County Animal Shelter. Maintains logs and records of all animals taken to the Davidson County Animal Shelter. Investigates reports or complaints of dogs, cats or other animals creating nuisances and takes appropriate action; investigates reports of animal abuse. Enforces the city's animal control and licensing laws. Issues citations for violations of animal control and licensing ordinances. Cleans and maintains the

animal control vehicle. Captures and impounds animals as appropriate. Prepares necessary reports relating to animal control. Explains ordinances relating to the care and keeping of animals to the public. Provides public education regarding animal control. Maintains regular attendance and punctuality. Performs other duties of a similar nature or level as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of City, County, and State laws governing animal control; practices and procedures for capturing and handling of domestic animals. Knowledge of general principles of animal behavior and basic methods of animal collection and impoundment. Knowledge of animal traps and catch poles. Knowledge of various breeds of dogs, cats and other domestic animals including livestock. Skill in the use of computers and related software applications. Skill in the use of modern office equipment. Ability to issue citations and violations in accordance with applicable policies and procedures. Ability to understand and carry out oral and written directions. Ability to prepare accurate and grammatically correct reports and citations. Ability to interpret and apply laws and regulations of the City of Thomasville related to animal control and licenses. Ability to communicate clearly and concisely both orally and in writing. Ability to provide customer service. Ability to communicate and use interpersonal skills to interact with co-workers, supervisors, and the general public to sufficiently exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Must have the ability to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and performing repetitive motions. Must have the ability to perform heavy work exerting up to 100 pounds of force occasionally, and up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to move objects. Must possess the visual acuity to operate an animal control vehicle and distinguish details and differences when observing people, places, and things. This employee is subject to outside environmental conditions, working in extreme heat or cold, and may be exposed to bloodborne pathogens.

DESIRABLE EXPERIENCE AND TRAINING:

High School Diploma or GED. Experience working with the public for at least two years. Prefer experience of working directly with animals for at least one year. Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

SPECIAL REQUIREMENT:

Possession of a valid North Carolina Driver License and a good driving record.

APPLICATION PROCESS:

Applications can be obtained from the Personnel Department, City Hall, Monday thru Friday, 8:00 a.m. thru 5:00 p.m. or any time on the City of Thomasville website www.thomasville-nc.gov.

SELECTION PROCESS:

Applications will be reviewed to select the best qualified applicants. Selection will be by structured interview.

***THE CITY OF THOMASVILLE IS AN EQUAL OPPORTUNITY EMPLOYER
AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR,
CREED, AGE, DISABILITY, OR NATIONAL ORIGIN.***